

USING THE MONTCAS ONLINE SYSTEM

ACCOMMODATIONS, IRREGULARITY REPORTS, AND
MORE


WELCOME

- Forms for the CRT and CRT-Alternate will now be offered online on our new MontCAS System.
- The system is for the use of test coordinators only.

LOGGING IN

- Follow the link below to the website:
<https://apps.opi.mt.gov/MontCAS/frmLogin.aspx>
- In order to use the MontCAS System, you have to be granted access to the site. A list of test coordinators has been sent to the site developers and usernames have been assigned.
- Your username will be: **JDoe** (FirstInitial/ Lastfull)

*Note: If you are already a user with access to other applications such as MAEFAIRS, Transportation, Traffic Ed, School Discipline or Child Count, this User Name is the same as what you received for those applications – and the password will also be the same. Remember that changing your password for one application will change it for all.



SETTING UP YOUR PASSWORD

- You will have to set up your password the first time you log in. Here's how:
 - On the Log In page, click "Forgot your Password? A new one will be e-mailed to you".
 - You will be taken to a page that asks for your Username and your email address. **This is the email address as reported to the Assessment office.*
 - A password will be sent to your email.

Enter your User Name and Email then press 'Submit' to e-mail a new password to the entered e-mail address.

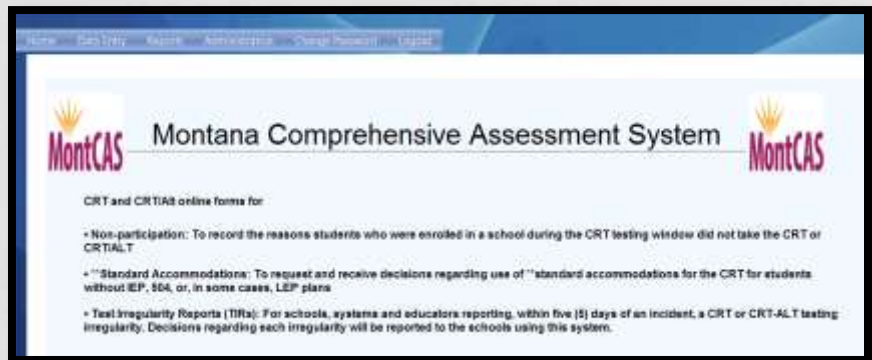
User Name:

Email:

For help resetting your password contact Mary Graff at (406) 444-3448 or mgraff@mt.gov.

HOME PAGE

- Once you receive your password via email, you may log in.
- You will be taken to the home page.
 - The page currently contains information about the forms that are offered on the site.
 - Sometimes a message with important information may be posted here as well. Those messages will appear in red font color.



***Note:** You will not see the Administration tab.

ACCOMMODATIONS REQUEST

- If you need to complete an accommodations request, drag your mouse over “Data Entry” on the menu bar across the top of the page.
- A dropdown menu will appear. Select “Enter Accommodations Request”.
- The window for registering accommodations is:
 - December 20, 2012-February 1, 2013

***Note: 504/IEP/LEP students DO NOT need to be registered for standard accommodations.**

The screenshot shows the 'Montana Comprehensive Assessment System' interface. At the top, it says 'Accommodation Request for Students Not Identified as IEP, 504, or LEP'. Below this, there are instructions and a list of criteria for accommodations. The form includes fields for 'System (SD)', 'School (BC)', 'Request Date', 'Select Grade', and 'Enter student State ID'. There are also checkboxes for 'Content Area' (Reading, Math, Science) and a section for 'Standard Accommodations' with two questions: '1) Has the accommodation(s) been in place and used regularly in classroom instruction for at least three consecutive months?' and '2) Did a team make a decision about the appropriateness of the accommodation(s) for the student for instruction and formalized assessments?'. The form is titled 'This application is not open at this time.' and 'This accommodation requests have been entered.'

ACCOMMODATIONS PAGE

- The top half of the Accommodations page contains a summary of the guidelines for using standard accommodations.
 - Review the [Guidance Memo for Accommodations](#) for more information about standard accommodations.
- The second half of the page is the accommodations form. The form must be completely filled out before you will be allowed to submit it to OPI.

COMPLETING THE ACCOMMODATIONS REQUEST FORM

- There are a few features on this form to make its completion easier.
- You will notice that it asks for the Student ID number. You may click the blue button next to the question to verify that you have entered the correct number.
- You may notice that you do not see a list of standard accommodations. This will appear once you select which test the student needs accommodations on.



The screenshot shows a web form titled "Please complete the online form to add a new accommodation request. NOTE: If there are accommodation requests listed above, they are at the System and School that are selected." The form includes the following fields and sections:

- System (SES):** A dropdown menu.
- School (SCS):** A dropdown menu.
- Request Date:** A date selection field.
- Select Grade:** A dropdown menu.
- Enter student State ID:** A text input field with a blue button labeled "Please click to check if State ID is correct" next to it.
- Content Area:** Radio buttons for ☐ Reading, ☐ Math, and ☐ Science.
- Select the "Standard Accommodation":** A dropdown menu.
- 1) Has the accommodation(s) been in place and used regularly in classroom instruction for at least three consecutive months?** Radio buttons for ☐ Yes and ☐ No.
- 2) Did a team make a decision about the appropriateness of the accommodation(s) for the student for instruction and formalized assessments?** Radio buttons for ☐ Yes and ☐ No.
- 3) Are there data to demonstrate the effectiveness of the accommodation(s) for this student?** Radio buttons for ☐ Yes and ☐ No.
- 4) Is the accommodation(s) used in the administration of all other formalized assessments such as MAPS, chapter tests, end of unit test, etc?** Radio buttons for ☐ Yes and ☐ No.
- Submit this request to OPI:** A blue button.
- Footer:** "If you have any questions, contact: Jeffrey Watson at (406) 444-3011 or AMahoney@opi.mt.gov"

SUBMITTING THE ACCOMMODATIONS FORM

- Once you have completed the form, click the Submit button on the bottom of the page.
- You will receive an email verification that your form has been submitted, and you will also be given the option to print the request.
- Your request will be added to the “Submitted Requests” list on the Accommodations page. (If this is your first form using the MontCAS System, the list will simply be a message saying “No accommodations requests have been entered”).

IRREGULARITY REPORTS

- Accessing the Irregularity Report is similar to how you accessed the Accommodations Request.
- Drag your mouse over “Data Entry” and select “Irregularity Reports”.
- Information about Testing Irregularities is posted at the top of the next page, and the form is at the bottom.

The screenshot shows the 'Report Testing Irregularities' form within the MontCAS interface. At the top, the MontCAS logo and title are visible. Below the title, there is a section for instructions and a status message: 'This application is not open at this time.' The form includes several input fields and checkboxes: 'System (SES)', 'School (SC)', 'Date of Incident', 'Test', 'Has CFI been contacted regarding this incident?' (Yes/No), 'Person completing this report' (dropdown), 'Grade', 'Content Area' (Reading, Math, Science), 'Describe the incident', and 'Describe the handling of the incident'. At the bottom, there are fields for 'Enter student State ID to check', 'Student's Test Form Number', and a 'Please click to check if State ID is correct' button. The form is designed for reporting testing irregularities during the assessment period.

The window for reporting testing irregularities is Feb. 19-April 15.

COMPLETING THE FORM

- As with the Accommodations Request, you must answer every question before submitting the form.
- Again you are able verify the Student ID.
- Once you have completed the form, click the Submit button on the bottom of the page.



The screenshot displays the final steps of the MontCAS form. It includes dropdown menus for 'System (SS)' and 'School (SC)', a 'Date of Incident' field, and a 'Test' dropdown. A radio button question asks 'Has OPI been contacted regarding this incident?'. There are fields for 'Grade' and 'Person completing this report' (with a username field). Checkboxes for 'Content Areas' (Reading, Math, Science) are present. Two large text areas are provided for 'Describe the incident:' and 'Describe the handling of the incident:'. A section for 'Educators involved and their roles:' includes a text area and a list of students. At the bottom, there are fields for 'Enter student State ID to check:', 'Student's Test Form Number:', and a 'Please click to Check if State ID is correct' button. A red error message states 'No students have been entered.' and a blue 'Submit this incident to OPI' button is at the very bottom.

SUBMITTING THE FORM

- You will receive email verification that your form as been submitted, and you will be given the option to print the request.
- Your request will be added to the “Submitted Requests” list on the Accommodations page. (If this is your first form using the MontCAS System, the list will simply be a message saying “No incidents have been entered for this school”).

REASONS FOR NON-PARTICIPATION

- The window for reporting Reasons for Non-Participation is:
 - March 5-April 15
- Drag your mouse over “Data Entry” and select “Reasons for Non-Participation”.
- You can use any of the filters to search for the student.

MontCAS Montana Comprehensive Assessment System **MontCAS**

Reasons For Non-Participation

This application is not open at this time.
Enter all or part of the student's last name or State ID and click on the "Apply Filter" button to locate a specific student.
Otherwise all students at the selected school are shown. You may also select a grade if you want to view only students in a particular grade.

System (SS): School (SC):

Last Name: State ID:

Type in all or part of last name. Type in all or part of state ID.

Grade: All

Only students in tested grades 3, 4, 5, 6, 7, 8, 10 are listed. Be patient - this gets data from AIMS.

Students without reasons entered: **There are no students for the selected filters.**

Students with reasons entered: **There are no students entered for the selected filters.**

If you have any questions, contact: Ashley Makowski at (406) 444-3511 or AMakowski@mt.gov

REASONS FOR NON-PARTICIPATION

- Once you select the student, you will be able to select the reason for non-participation for each test.
- When you select a reason for non-participation, you must give a mandatory explanation.

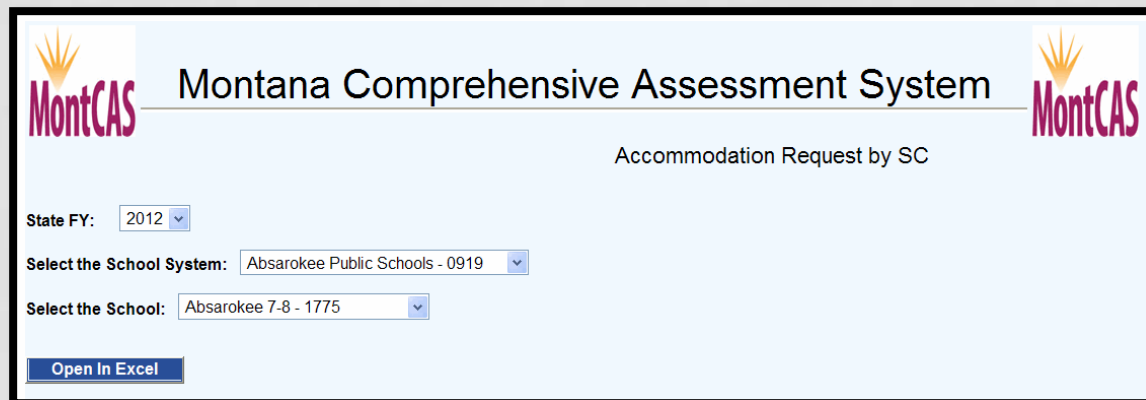
Reason For Non-Participation Select a reason for each content in which student did not participate
Be sure to choose "other" only when absent, significant medical emergency, and parent refusal are not appropriate

Math	Other	Enter Mandatory Explanation
Reading		
Science		

Save Undo Delete

REPORTS

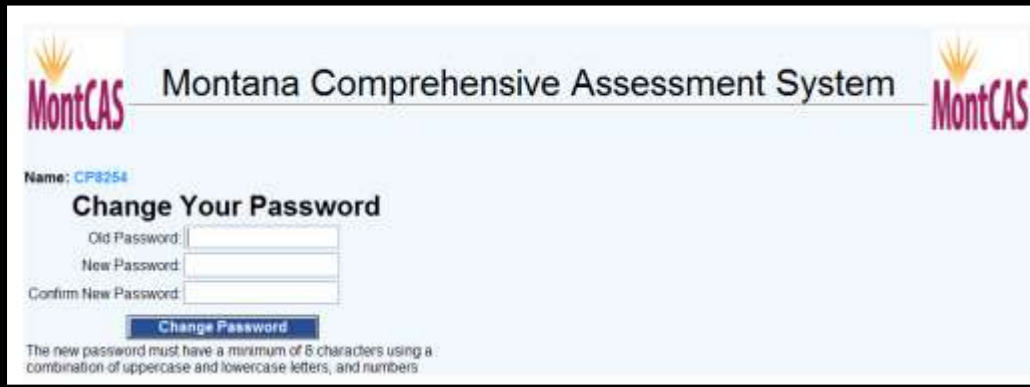
- If you want to view submitted reports, drag your mouse over the “Reports” tab on the top menu bar.
- You will be able to view reports for Accommodation Requests, Testing Irregularity Reports, and Reasons for Non-Participation.
- If you are the test coordinator for multiple schools or school systems, you may also look at a report that includes all of the schools assigned to you.



The screenshot displays the MontCAS web interface. At the top, the title "Montana Comprehensive Assessment System" is centered, flanked by the MontCAS logo on both sides. Below the title, the report type "Accommodation Request by SC" is indicated. The interface includes three dropdown menus for selection: "State FY:" with "2012" selected, "Select the School System:" with "Absarokee Public Schools - 0919" selected, and "Select the School:" with "Absarokee 7-8 - 1775" selected. At the bottom left of the form area, there is a blue button labeled "Open In Excel".

CHANGE YOUR PASSWORD

- You may want to change your password to something you can easily remember. Do this by clicking “Change Password” on the top menu bar.
- Note: Your password automatically expires after 60 days. When this happens, repeat the instructions for “Setting Up Your Password”.



The screenshot shows the 'Change Your Password' interface within the Montana Comprehensive Assessment System (MontCAS). The page header includes the MontCAS logo on the left and right, and the title 'Montana Comprehensive Assessment System' in the center. Below the header, the user's name is displayed as 'Name: CP8254'. The main heading is 'Change Your Password'. There are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. A blue button labeled 'Change Password' is positioned below the input fields. At the bottom, a note states: 'The new password must have a minimum of 6 characters using a combination of uppercase and lowercase letters, and numbers.'

THANK YOU!

- Thank you for using this training for the MontCAS System.
- If you have any additional questions or problem using the system, please contact:

Ashley Makowski

Assessment Administrative Assistant

406.444.3511

amakowski@mt.gov